



**TEMPLATE – Termination letter on grounds of Misconduct**

Ref:

Employee name & surname  
c/o Sure Travel (Pty) Ltd  
Address

Dear \*\*\*\*\*

**TERMINATION OF EMPLOYMENT**

With reference to the formal outcome of the Disciplinary hearing held on **\*\*\* date 20\*\***, **\*\*\* venue \*\*\*\***, we hereby terminate your employment on the grounds of Misconduct, as recommended by **\*\*\* the Presiding Officer, Ms / Mr Surname.**

We therefore officially terminate your employment contract on the grounds of Misconduct: **\*\*\* Charges\*\* (examples: Insubordination, Negligence, Theft, Fraud, Absenteeism, etc).** You have been found guilty of the charges as mentioned by the Presiding Officer. **OR** You failed to present yourself at the hearing and have been found guilty on all the charges. Your termination is effective immediately, i.e. **\*\*\* date 20\*\*** according to the formal outcome of a Summary Dismissal. **OR** Your termination is effective with **\*\*one week / two weeks' / one month \*\*** notice period. We have supplied you with all the documents relating to the hearing (minutes and recommendation of the outcome).

This in no way compromises your rights to appeal to the outcome and recommendation of the Disciplinary hearing.

A letter with any outstanding payments is attached for your information . A “Certificate of Service” has been prepared and is attached.

Yours sincerely

**NAME & SURNAME**

**POSITION**

*For and on behalf of  
Sure Travel (Pty) Ltd*

I hereby acknowledge receipt of the above.

.....  
**NAME & SURNAME OF EMPLOYEE**

.....  
**SIGNATURE**

.....  
**DATE**



Ref:

Date\*\*

Employee name  
c/o Sure Travel  
Address

Dear \*\*\* Name

**TERMINATION OF EMPLOYMENT**

With reference to our previous letter informing you of the circumstances regarding termination of your services on the grounds of Misconduct, we hereby give you notice of termination effective immediately.

Your last official working day is today, \*\*\* date 20\*\* and you will receive gross payments of:

**OR**

Your last official working day is \*\* date 20\*\* which is the last working day of the\*\*\* one week/two weeks / one month\*\* notice period.

Salary up to and including	R???-00
Annual Leave not taken to date (if any – 1.25 days per month)	R???-00
Less ????? any amounts owing (loans, etc)	<u>R???-00</u>

**GROSS TOTAL** **R?? 00**

Please note that these amounts are subject to statutory deductions and are in full and final settlement of your services with Sure Travel (Pty) Ltd.

Attached please find a Certificate of service.

Yours sincerely

**NAME & SURNAME**

**POSITION**

*For and on behalf of  
Sure Travel (Pty) Ltd*

I hereby acknowledge receipt of the above.

.....  
**NAME & SURNAME OF EMPLOYEE**

.....  
**SIGNATURE**

.....  
**DATE**